


**FORT BRAGG POLICY OR PRECEDENT**

For use of this form see XVIII Abn Corps and Ft Bragg Memo 25-31; the proponent agency is HRA.

<b>1. SUBJECT</b> Use of Transportation Motor Pool Non-Tactical Vehicles		<b>2. MASTER POLICY NO.</b> 30			
<b>3. ORIGINATOR</b> IMBG-LGT-P	<b>4. PHONE NUMBER</b> (910) 396-4602	<b>5. DATE ESTABLISHED</b> 4 January 2012			
<b>6. SYNOPSIS: (if more space is needed, use reverse side.)</b>  a. Purpose. To establish the use and operation of Transportation Motor Pool (TMP) Non-Tactical Vehicles (NTVs) by military, Department of the Army (DA) civilians, and government contractors.  b. Applicability. This policy applies to all military, DA civilians, government contractors, and tenant units/activities assigned or attached to XVIII Airborne Corps and Fort Bragg.  c. Commanders or Directors will:  (1) Ensure all vehicles are used for official purposes only, secured at all times, and kept clean.  (2) Require the using unit or activity responsible for the vehicle at the time of an accident/incident to bear full financial responsibility for the loss of billable damage to Army-owned vehicles leased from the Government Services Administration (GSA) or other lessors.  (3) Initiate a report of Financial Liability Investigation of Property Loss (FLIPL), Cash Collection Voucher, or Statement of Charges for damages to vehicles.  (4) Appoint a Vehicle Control Officer (VCO) and an alternate to act as a liaison between the unit and the Transportation Motor Pool (TMP). The VCO will be the primary point of contact for the unit's transportation needs.  (5) Ensure personnel using TMP assets have been trained, tested, and licensed. Driver and operator training, testing, and licensing will be conducted at battalion level or higher.  (6) Ensure all personnel using TMP assets have completed the Accident Avoidance Course (AAC) online training. Personnel must present the wallet card/completion certificate prior to the dispatch of vehicles.  (7) Appoint an individual on DA Form 2062 to subhand receipt for the vehicles for units which have Class B dispatches. This individual will be responsible for the proper use of vehicles, ensuring preventative maintenance checks and services are performed and accidents are being reported, etc.  (Continued)					
<b>7. TYPE POLICY</b>  <input type="checkbox"/> NEW  <input checked="" type="checkbox"/> CHANGE  <input type="checkbox"/> REVOCATION		<b>8. IDENTIFY POLICY AFFECTED</b> This policy supersedes Master Policy No. 30; dated 11 July 2008.			
		<b>9. LAST REVIEWED</b>			
		<b>DATE</b>	<b>REVIEWING OFFICER</b>	<b>ORGANIZATION</b>	<b>INITIALS</b>
<b>10. APPROVED:</b> <b>MICHAEL X. GARRETT, BG, Chief of Staff</b>					
<b>11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)</b> AR 58-1, Management Acquisition and Use of Motor Vehicles, 10 August 2004; AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), 18 June 2007.					
<b>12. DISTRIBUTION:</b> Special (Electronic Media Only)		<b>13. DATE PUBLISHED</b> <b>FEB 17 2012</b>			

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### 6. SYNOPSIS: (Continued)

(8) Provide Account Processing Code (APC) on the request for motor transportation of a NTV. Tenant units must provide a Military Interdepartmental Purchase Request (DD Form 448).

(9) Use alternative fuels, E85 and bio-diesel fuels, when available.

#### d. Vehicle Operator Restrictions:

(1) Smoking, eating, and drinking are prohibited in all owned or leased government vehicles.

(2) General Service Administration SmartPay Fleet Card will be used only to acquire petroleum, oil, lubricants, and maintenance on government vehicles. Personal use of the GSA SmartPay card is prohibited and is a criminal offense.

(3) Two-wheel drive (4x2) vehicles are not allowed off the hard surface; to include air-drop operations and training ranges.

(4) Vehicles will not be left unattended and idling.

(5) One car wash per month, not to exceed \$15 per month, is authorized. Buses are allowed at \$45 quarterly (three months), exterior only. All other washes over the allowable amount will be charged back to the command/unit/agency.

#### e. Vehicle Operator Requirements.

(1) Vehicles designated as U-Drive-It (Short Term Use) will be dispatched from the TMP to perform specific tasks on a first-come, first-serve basis. These vehicles are for use from one hour up to seven days, depending on availability. Vehicles must be returned within two hours upon mission completion unless otherwise authorized and in accordance with the TMP Standing Operating Procedure (SOP) turn-in procedures.

(2) Soldiers, DA civilians, and government contractors are required to have an AAC completion certificate, a Military Vehicle Operator's Identification Card (OF 346) and an Operator's Permit (DA Form 5984-E or DA Form 348) to drive NTVs under 26,000 pounds gross vehicle weight requirement (GVWR). The requirement to have an OF 346 may be waived, provided the driver has a valid state driver's license. In order to operate a NTV up to 26,001 pounds GVWR, the operator must have a valid commercial driver's license (CDL) Class A, B, or C with proper endorsements.

f. Vehicles identified by the quarterly Vehicle Utilization Review Board as underutilized will immediately revert to weekly dispatch procedures in order to increase usage.

g. Authorized request/approval for Permissible Operating Distance (POD) is travel over 200 miles.

h. Government vehicles cannot be used for personal convenience. They are for official purposes only.

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**6. SYNOPSIS: (Continued)**

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